To: Massachusetts Bay Transportation Authority Digital ID holders
Date: April 16, 2019
Subj: Action required for bidding with Massachusetts Bay Transportation Authority

At Info Tech, Inc., seamless upgrades are a top priority, and we strive to provide open communication whenever we make changes that may affect your use of the Bid Express® service at www.bidx.com. You are receiving this email because there is new bid preparation software that you are required to use for MBTA for any letting dated **July 1, 2019 and beyond.** You will need to create a new Info Tech Digital ID for this software one time, and then use that Digital ID when bidding with all agencies using the new software.

Please note that these changes are not in effect for any MBTA letting prior to **July 1, 2019.** These lettings will require use of Expedite software and your existing Digital ID.

What is the change?
The MBTA is in the process of upgrading from the Expedite software to a new application called the AASHTOWare Project Bids™ software. The Bid component of the AASHTOWare Project Bids software is what you will use to prepare your bids. It has a modern interface and has improved handling of attachments. You will eventually use the same application to bid to all agencies using the Bid Express service and you can create profiles within the software for different agency requirements. Also, the Bid component automatically updates when needed, so you won't need to download updates anymore.

To submit a bid for any letting dated **July 1,2019 and beyond**, you will be required to create a new Digital ID for the AASHTOWare Project Bids Bid component once, and then use that same Digital ID to bid to all agencies using the new software. If you currently have an active Info Tech Digital ID for the MBTA, you will be reimbursed for the cost of creating the new Digital ID for bidding to the MBTA. You will also be required to submit a request to bid to the agency.

What actions do I need to take?
The required action depends upon whether or not you bid to another agency that has begun using the new AASHTOWare Project Bids Bid software.

Action for those who have NOT yet installed the AASHTOWare Project Bids Bid component to bid to another agency:

1. Download the new software
2. Create your new Digital ID for the Bids component
3. After you receive notification that the Digital ID has been enabled, request to bid with the MBTA. The agency will receive your request and will approve or reject you for bidding. You will not be able to bid to the agency until the agency has approved your request. We recommend you download and print the detailed instructions for

downloading the Bid component and creating a Digital ID for the component. Please download this document to assist you with creating the request to bid.

Action for those who ALREADY have a new approved Digital ID and have already installed the AASHTOWare Project Bids Bid component to bid to another agency:

1. Submit a request to bid with the Massachusetts Bay Transportation Authority. Instructions are available on this document. The agency will receive your request and will approve or reject you for bidding. You will not be able to bid to the agency until the agency has approved your request.

Note: Use of the new bidding software is on an agency-by-agency basis. Therefore, if you bid to multiple agencies on the Bid Express service, you may temporarily need to use the Expedite Bid software to bid with one agency and the Bid component of the AASHTOWare Project Bids software for bidding to others. If you are bidding in any letting prior to **July 1, 2019,** you will use the Expedite software and your existing Digital ID for bid submission.

Where can I get more information?

There are several training resources for the AASHTOWare Project Bids Bid software.

- Watch a comprehensive training video that walks you through all of the steps required for bidding. (42 minutes)
- View one or more of the short tutorial videos below depending on the help you need:
  - Introduction to bidding with AASHTOWare Project Bids Bid component (7:24)
  - Auto Bid Withdrawal (2:25)
  - Amendments (3:08)
  - Bid Submission (2:48)
  - Bid Withdrawal (1:36)
  - Creating an Info Tech Digital ID (4:52)
  - Downloading Proposals (3:02)
  - Submitting a request to bid (1:43)

Our support team is available to assist by phone at 888-352-BIDX (2439) or email (customer.support@bidx.com).

Sincerely,
The Bid Express service team